

MEMORANDUM

DATE: April 10, 2007

TO: FY 2008 OSP and CCSD Applicants

FROM: Victoria L. Hamilton, Executive Director, Commission for Arts and Culture

SUBJECT: **FY 2008 Allocations Agreement Insurance Requirements**

The City of San Diego Commission for Arts and Culture has received and reviewed your application for funding, either through the Organizational Support Program or Creative Communities San Diego. If funding is recommended and approved through the City's budgetary process, your organization will enter into an agreement with the City of San Diego to perform services.

Prior to performing any services and at all times during the term of an Agreement, your organization must maintain insurance coverage as follows:

1. \$1,000,000 in Commercial General Liability insurance.
2. \$1,000,000 in Commercial Automobile Liability insurance including Owned, Hired and Non-owned autos.
3. \$1,000,000 Workers' Compensation employers' liability coverage for all staff employed under the Agreement.

To expedite the processing of your Agreement, please be prepared to provide the following evidence to the Commission by **July 1, 2007**, the start of the City's 2008 fiscal year.

1. ACORD certificate with Additional Insured Endorsement naming the **City of San Diego, its respective elected officials, officers, employees, agents and representatives** as additional insureds on your Commercial General Liability and Auto Liability insurance policies.
2. A separate Additional Insured Endorsement page (CG 2010, CG 2026 or equivalent) also listing the **City of San Diego, its respective elected officials, officers, employees, agents and representatives**. You will need to contact your insurance broker to obtain this document.

3. Workers' Compensation certificate waiving the **Right of Subrogation** and naming the **City of San Diego as Third Party - OR -**
4. Workers' Compensation Waiver which is available from the Commission upon request. The waiver is **only** applicable to organizations that **do not have** paid employees.

The approval of your Agreement, which is necessary for the release of any funds, is **contingent** upon the receipt of these required documents.

NOTE: The City Attorney's office has informed us that regardless of when the Agreement is actually executed, coverage must be secured and evidenced for the date of the event or funding will be forfeited. No waivers will be given; no exceptions will be made.

Time is of the essence, **particularly for events planned early in the fiscal year (July and August)** when it is likely that contracts will arrive after the event occurs. Your cooperation and prompt attention to this matter is greatly appreciated. If you have any questions, please feel free to contact Teresa Holm, Contracts Coordinator at 619/533-3053 or at tholm@sanidiego.gov.

Thank you.

Victoria L. Hamilton
Executive Director